

## How to Respond to the 2016 National Building Competition Data Request

This document provides a guide to registering for the 2016 ENERGY STAR® National Building Competition by responding to the registration data request.

The data request is associated with a unique hyperlink (see instructions below) that will take you to Portfolio Manager®, where you can use these instructions to respond to the data request.

Responding to a data request is different from sharing a property with a contact because when you respond to a data request, you release only the information specified by the requestor for the designated time period.

### Process for Responding to Data Requests

- 1. Access the request.
- 2. Prepare a response.
- 3. Preview the response.
- 4. Submit the response.

**For registration**, you will be asked to submit the following building data. EPA may publish the metrics indicated with asterisks.

- Portfolio Manager property ID
- Property Name\*
- ENERGY STAR Score
- Primary Property Type Self Selected
- Primary Property Type EPA Calculated\*
- Service and Product Provider\*
- Address 1
- Address 2
- City\*

- State\*
- Country
- Postal Code
- Year Built\*
- Property Floor Area (Building(s)) (ft²)
- Property Floor Area (Parking) (ft²)
- ENERGY STAR Certification Eligibility
- ENERGY STAR Certification Year(s) Certified
- Federal Agency/Department

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# 1 Access the Request

Click on one of the links below to respond to the EPA data request and register to compete for energy savings recognition, or energy and water savings recognition. You will be directed to login to Portfolio Manager, and then routed to the **Respond to Data Request** page.

#### **Energy Data Request:**

https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/fe98c1a6-99e7-42cc-b6ea-69ac2540d372

#### **Energy and Water Data Request:**

https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/8a7ccc08-a4d2-46bf-9c47-8994f51196fa

# 2 Prepare a Response

On the **Respond to Data Request** page, provide the requested information for each section.

In the **About Your Response** section, select the user whose data is being submitted.

 Select myself to submit the response on your own behalf.



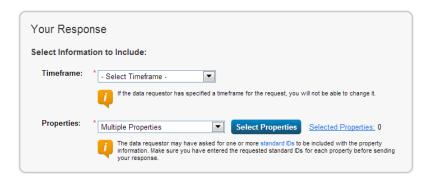
✓ Select **someone else** to choose a contact with whom you are associated. Select the contact from the drop-down list or click **Add a Contact** to add a new contact.

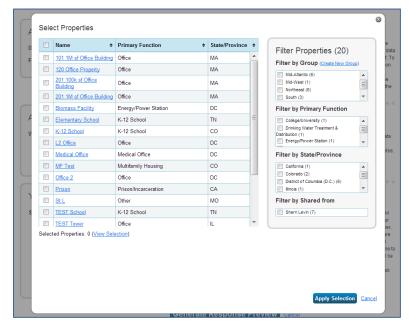
**NOTE:** In 2016, each person may register a maximum of 5 buildings. If you would like to register more than 5 buildings from your account, you must submit them on behalf of different people. We do this to encourage competition and participant engagement.

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In the **Your Response** section, select information to include in the response.

- ▼ Timeframe: The baseline period for the 2016 
  Competition is the year ending 12/31/2015, and you will not be able to change this value.
- Properties: Select the number of properties to include in the response. If you select Multiple Properties, you must specify which properties to include. Click Select Properties and then choose the properties from the list and click Apply **Selection**. If there are many properties in your account, you can quickly identify properties to include in your response by sorting them based on group name, primary function, location, or by using the filter function.





Click **Generate Response Preview** after you have selected completed each section of the **Respond to Data Request** page.

## 3 Preview Response

After you generate the response preview, you can view it in on the **Reporting** tab. You will see a notification in the **Templates & Reports** section when your preview is available.

You can preview the response before sending it.



- ✓ Select **Preview Response** from the drop-down menu next to the report name to review the response in your browser window.
- Select Download Preview in Excel to review the information in Excel.

**NOTE:** If you make changes to property data, select **Generate an Updated Response** from the drop-down menu, and then complete the information on the **Respond to Data Request** page. If you select **Delete Response**, the response will not be released and will be removed from your account. You will need to go back to the Data Request link to access the request and begin a new response.

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### **Submit Response**

After you have reviewed and confirmed the data in the report, select **Send Response** from the **Action** drop-down menu next to the report name.

Select options on the **Confirm Response to Data Request** page.

- Select who else you want to receive a confirmation email. To add a contact, click **Contacts** in the upper right-hand corner.
- Select the format of your data for the email attachment.
- E-Sign your response by entering your username and password. Then click E-Sign Response.

Click **Send Data** to send your data and complete the response. You will receive a confirmation email with a receipt and a copy of the data submitted.

